

## **Addendum 1**

### **- Manages the Post Training Program 45%**

Responsible for the design and coordination of the Post Training Program that includes all agencies at Post except USAID. This includes assessing the training needs at Post, drafting and updating a training plan, and preparing training budget (liaison with Financial Specialist) for submission to the Department for consideration of funding. Counsels Locally Engaged (LE) Staff concerning their career development and arranges for appropriate training opportunities. Enforces cross-training requirements for all sections by setting up training and other means. Gathers information by contacting local training providers and institutions to meet LE Staff training needs.

Managing the training policy includes concocting and carrying out training sessions (e.g. sexual harassment, time and attendance, performance management, Interagency Mission Awards Program, M-Class, post policies, customer service, discipline, and grievance procedures) to educate the staff on specific policies and their effects. The job-holder is responsible for preparing and conducting training sessions of various subjects. The job holder teaches sessions, segments, and entire training courses using various effective training methods, e.g. individual work assignments, group discussions, role plays, participants teaching and various audio-visual equipment/presentations. Incumbent will analyze training needs and requirements, and develop or assist in developing new courses, determining course goals and delivery methods, developing lesson plans and course materials for delivery by self and others, and creating visual aids (Power Point, posters, handouts, etc.). Incumbent will provide feedback in support of training as well as observations to provide perspective on each training session. Incumbent is expected to arrange training from local providers.

Assists in the development of general guidelines on LE Staff training and development matters, e.g. types of training and development of employees in common occupations including FSI distance on-line training, formal training at Post, regional, FSI or appropriate commercial professional training institutions.

As a function of training, the incumbent will also maintain current levels of subject matter expertise in human resources.

**- Manages Post's Language Program (PLP) 20%:** Prepares annual funding request to FSI for language program funds and tracks all expenses of the PLP funds. Responsible for the coordination and implementation of the Post Language Program which includes setting up employees in language classes, scheduling assessments and tests, keeping classrooms and student rosters, analyzing monthly bills for accuracy, ordering books and maintaining classrooms organized, as well as solving any problems between students and teachers.

**- Internship Program (U.S./LE applicants) 5%:** Manages the internship program for US National and Salvadoran applicants. Coordinates with program offices on the intern requirements and sends telegram to WHA requesting interns. Liaisons with program offices and WHA on their intern requests and follows up as necessary. Informs GSO of interns' arrival dates for housing arrangements. Communicates with HR Washington to make decisions regarding interns' selection. Incumbent is expected to track experiences of US interns to ensure they have a meaningful experience with a diverse portfolio of cultural exchanges and orientations.

For Salvadoran program, reviews applicant's certificates, requests to requesting offices, and forwards office selections to local universities. Contacts local universities and coordinates selection criteria, times, security clearance, check-in/out, orientation and policy regarding Salvadoran applicants.

**- Contracting 5%:** Serves as the Contracting Officer's Technical Representative (COTR) on the PLP and back-up to HR related contracts as needed. Keeps contact with GSO/Contracts to clarify contracting requirements and/or resolve situations encountered during the life of contracts. Ensures that the contractor complies with the terms of the contract and provides the level of benefits included. Prepares technical specifications to elaborate the terms of the contract. Serves as the member of the Technical Review Panel, preparing information for panel members and bringing to their attention any inconsistencies in the offers with respect to the RFP.

Reviews all bills received from the language contractor under the Post Language Program for Spanish and English classes to ensure accuracy based on the number of class hours and student groups.

**- Collaborative Management Initiative/e-Services/ Other 10%:** Serves as Post's Quality Coordinator for the Collaborative Management Initiative (CMI). This includes affirmation and education at post about CMI, monitoring, evaluating, and interpreting performance data and working with the management at post to improve service performance.

**US Personnel Issues 5%:** Coordinates the Post's Ethics Program, which includes identifying filers to request the completion of the OGE 450 and/or SF-278 forms as required by the Department of State, including notifying and performing follow-up to the filers and coordinating with Washington.

**- Other Duties as Assigned 10%:** Processes Personnel Actions. Serves as back-up assisting with the monthly preparation on the Salvadoran Social Security Payrolls, reporting disabilities and works side by side with FMO on the Retirement Payroll (AFPs). Serves as back-up for LE Staff Medical Claims. Backs up COTR on HR-related contracts as needed. Performs other duties as assigned.